

# SHARED WORK PROGRAM - Information for Employees

## What is Shared Work?

Shared work is an unemployment insurance program that provides employers an alternative to laying off employees. If an employer elects to participate in a Shared Work Plan and the plan is approved, affected employees are allowed to share the work available in lieu of some employees being laid off.

Employees who share the work under an approved Shared Work Plan collect a percentage of regular unemployment insurance benefits to compensate for reduced hours of work and wages. Benefits paid under this program may be charged to the participating employer's unemployment insurance account.

## Eligibility

### To be eligible for shared work:

- Your employer must submit a plan certifying that reduction of hours is in lieu of temporary layoffs.
- Your identity will be verified with the Social Security Administration as a part of the unemployment eligibility process.
- You must have or be able to file a valid Kansas unemployment insurance claim.
- Your employer will be filing your weekly claim for each week you are eligible for the Shared Work Program. The first week claimed on a new benefit year is a non-payable week waiting period.
- Your normal weekly work hours are reduced at least 20 percent but not more than 40 percent for each week.
- Your employer must certify that you worked all the available hours with the participating employer for the week(s) being claimed.

If you are participating in the Shared Work Plan, you are not required to look for work and are not penalized for refusing job offers from other employers.

## How to Claim Shared Work Benefits

Each week your employer receives a *Shared Work Weekly Certification* form containing your name and Social Security number.

The employer certifies the number of hours you worked during the week and whether or not you refused an offer of full-time work with this employer.

The weekly certification is then returned to the Kansas Department of Labor for processing. If you are eligible for shared work benefits, a debit card will be mailed to you following your first week of eligibility. Future weeks' benefits will be placed on that card.

## Computation of Benefits

If you have an existing Kansas unemployment insurance claim, your weekly and maximum benefit amounts do not change for the remainder of your benefit year.

If you are establishing a new claim when you file for shared work benefits, you will receive a monetary determination in the mail. The monetary determination shows your employers and wages earned in Kansas during the period used to establish a claim. The monetary determination also shows your weekly and maximum benefit amounts.

If you have missing Kansas wages or have wages in another state during the period shown, advise your employer to notify the Kansas Department of Labor.

Unemployment insurance benefits are reduced in proportion to the hours your employer reduces your normal work week.

### Example:

You normally work a 40-hour week and your employer reduces your work by eight hours a week. You are eligible to receive 20 percent of your unemployment insurance weekly benefit amount (WBA).

If your WBA = \$190

$20\% \times \$190 = \$38$

Your shared work benefit is \$38.

## Restrictions

An employee cannot be paid more than 26 weeks of regular benefits under the Shared Work Program. Any amount paid is deducted from the total amount of regular benefits during a benefit year, and the total amount cannot exceed the individual's maximum benefit amount.

You are not eligible for any week in which you perform work for the participating employer in excess of the reduced hours established under the Shared Work Program.

If you have questions about your Shared Work Plan, please contact your employer.